

## **Water and Sanitary Sewer Service Connection Requirements**

Service Connection Requirements .....	1
Application for Services .....	2
Water Meter Application .....	2
Wet Tap/Tie-in Connection Requirements .....	3
Meter Installation Procedure .....	4
Fire Hydrant Meters .....	6
Water Meter Release for Development Areas Outside the City Limits .....	6
Sewer Service Connection .....	7
Close-Out Documents .....	9

# **Water and Sanitary Sewer Service Connection Requirements**

## **Service Connection Requirements**

The construction materials and the workmanship shall be in accordance with the latest City of Savannah standard details and construction specifications. A copy of these documents can be obtained from the City of Savannah's Engineering Department.

During the construction phase of the development there will be only one contact person, the Private Development Coordinator, from the Engineering Department to coordinate the construction activities. All construction related questions, concerns, and problems shall be communicated through him.

The Private Development Coordinator will arrange the pre-construction meeting, all pre-final and final construction meetings, coordinate with the user departments and develop the punch list if necessary for completion of the construction. This punch list will be sent to the contractor prior to final inspection.

When all on-site and off-site sanitary sewer and water distribution systems are inspected, tested and accepted, the project is ready for connection to the City of Savannah water and sanitary sewer systems.

The following are a summary of the service connection requirements:

- ! Water meters will be released for installation based on conformance with the following requirements for development.
- ! The water and sewer system must be functionally complete. That is, the water must be environmentally safe and the sewer conveyance system must be complete to transport the sewage for treatment in an environmentally safe manner. The Private Development Coordinator or his representative will provide this information to the City of Savannah Water and Sewer Bureau.
- ! All fees have been paid.
- ! The system has an executed water and sewer agreement if applicable.
- ! Accounts have been set up with the City's Water Revenue Department for billing purposes.

## Application for Services

Application for installation of a water meter and/or for tap-in to a sanitary sewer line shall be made to the City's Inspection Department by a licensed master plumber. Such application shall be accompanied by applicable fees to cover the costs of water service to the curb line and installation of a water meter, sewer tap-in fees, line extension charges, and water and sewer additional connection fees or impact fees as approved in the Revenue Ordinance. Such application shall be made by using forms furnished by the City, giving the location and number of the lot, utility services to be provided, and other information as may be required by the City. The application is to be signed by the owner of the property or authorized agent.

The following procedures are outlined to:

- ! provide water for construction purposes;
- ! reduce unaccounted or water losses;
- ! ensure quality engineering standards in construction; and
- ! release water meters in a prompt and efficient manner.

## Water Meter Application

An application for a water meter is made at the City of Savannah Inspections Department. The application is reviewed to ensure that all City requirements in regards to the facilities and/or fees have been met. If all the requirements have not been met, the application will not be accepted. If all the requirements have been met, the application will be sent to the Water Operations Department.

The City of Savannah Water Distribution Division will not search a site for stubouts or laterals. The plumber and/or contractor will be responsible to prepare the site for installation of the water meter. All curb cocks should be located and raised and the area should be marked with proper identification as the preferred location of the water meter (at the property line). City Water Distribution Division will verify that the lateral has been properly identified.

Any meter application at locations where five or less water meters are required, the City of Savannah Water Distribution Division will install these meters, if requested. Meters will be installed within seven working days after receipt of the application by the Department. The water lateral from the water main to the meter site will be installed by the plumber/contractor. City will make all wet taps.

## **Wet Tap/Tie-in Connection Requirements**

The City Water Operations Division will make all wet taps on City water mains for all work involving the installation of water meters. Line tapping or dry connecting to any City Water Distribution main by any contractor and/or plumber is prohibited.

For wet taps sized two inch and above, the contractor and/or plumber will be required to:

- ! Make necessary applications for a street cut permit with the City Traffic Engineering Department, if necessary.
- ! Make all excavations.
- ! Provide City approved tapping sleeve and valve.
- ! Mount and pressure test tapping sleeve and valve.
- ! Provide necessary flagging or traffic control devices to protect the public from the excavation.
- ! Provide lifting device for the City tapping machine.
- ! Provide air compressor to power the City tapping machine.
- ! Backfill, compact, and restore the street cut in accordance with City of Savannah guidelines.

The City of Savannah Water Distribution Division will provide two men and a tapping machine to make the tap, provided that all items cited above have been completed by the contractor.

For meter installations involving any improvements or extensions to the water system, the City will provide the wet tap connection provided that:

- ! Contractor has provided all hardware to perform the tap (see requirements items for wet taps sized two inch above).
- ! Contractor and/or owner has paid all necessary fees and/or obtained necessary documents, such as water and sewer agreements.
- ! The new water system has been adequately pressure tested, disinfected, and water samples are free of bacteria.
- ! The new water system has been properly inspected by the City Engineering Department to ensure compliance with City construction guidelines and material specifications and accepted by the City of Savannah.

- ! At least three days prior notice given to the City Water Distribution Division for scheduling.
- ! The Water Operations Administrator will schedule all wet taps, meter installation or meter pick-ups by the plumber. A minimum of 24 hours notice is needed to schedule a wet tap. The plumber will pick-up the water meters and appurtenances on the designated date and time at the City Water Distribution meter shop located at the City Lot on Stiles Avenue and Gwinnett Street. The meter shop foreman will batch the meters for the plumber and enter the required information on pre-printed forms. The plumber will pick-up the meters and sign for them along with an agreement to install the meters in accordance with City installation guidelines.
- ! During and after the installation of meter by the plumber, the meter location will be inspected by Water Distribution supervisory personnel. The plumber will be required to complete the pre-printed form (obtained during the initial pick-up of the meters) after the meters are installed and the accuracy of the information is certified on the form.
- ! The pre-printed form will be completed by the Water Distribution Supervisor inspecting the meter locations. The Supervisor will verify whether or not the meters were installed according to the guidelines and sign off on the pre-printed forms. If the meters are not installed by the plumber according to City specifications, the plumber will be requested to correct the situation. No additional meters will be given to the plumber until all meters previously picked up have been installed in accordance to City specifications and verified by the Water Distribution Supervisor.

### **Meter Installation Procedure**

Only materials meeting current City of Savannah specifications will be allowed for meter installations.

Meter serial numbers must match the apartment building number, house number, or other location that is being served. This information must be provided on the pre-printed form obtained during the initial meter pick-up from the City.

The location of the meter must be entered on the pre-printed form. This information will include a general description of the location and two measurements from permanent structures which will intersect to give a location of the meter.

Example:

General Description: Meter located in front of building on right side facing building.

Measurements: Meter is located 12 feet north of east side of building and nine feet east of concrete walkway at east side of building.

For sidewalk installation, the water meter will be set in a location that is not normally the direct route of pedestrian traffic. The meter will be set at the closest point to the curb line as possible either in the grass plat or sidewalk. The meter box and top will be set flush with the concrete and with no depression in relation to the finished concrete.

Any water meter located in any concrete sidewalk or driveway will be level with the finished grade as cited above.

In all meter installations, the long side of the meter box will be installed perpendicular to the curb line and/or the residence or building that has applied for the meter.

All water meters will be located away from any tree (minimum four feet) and shrubs (minimum two feet) to prevent damage to the meters and to provide access for meter reading purposes. The meters shall not be covered by landscaping or grass/sod.

All meters shall be parallel to other boxes.

The boxes will be level with the finished grade if located in grass or unpaved areas. The plumber will be responsible to coordinate with any landscaper or grading crew to ensure that the boxes are level with the finished grade and firmly set to prevent settling of the box in the future.

All service lines must be flushed to expel all dirt and foreign debris before the meter is installed and connected to the house service line.

In all pavement areas, a cast iron collar will be utilized with the stretch (5/8") meter box. Cast iron meter boxes and tops must be used for 1" and 1 1/2" meter installations in pavement areas.

In the event that a water leak occurs at the site which necessitates a water shut-off, the Water Distribution Department (651-6583 or 351-3434 after hours) will be notified. Appropriate notification to both residents and fire departments will be initiated.

After completion of the meter installations by the plumber, all pre-printed forms must be completed and returned to the Water Distribution Division. Before the plumber can pick-up any additional water meters, the completed meter installation sites must be inspected by the Water Distribution Division and appropriate sign-offs completed.

All straight line tie-ins to the City system are prohibited. If water is required for construction purposes, an application for a fire hydrant meter can be made at the City of Savannah Water Revenue Office or the permanent meter can be applied for at the City of Savannah Inspections Department.

### **Fire Hydrant Meters**

Fire hydrant meters provide access to water for construction purposes. An application for this meter and the deposit requirements shall be made with the City of Savannah Water Services Office (Utility Service). Notification shall be sent to Water Operations, 651-6584, for release of meter when the application process is complete.

The fire hydrant meter includes all of the following:

- ! 3" meter
- ! Backflow Preventor Device
- ! 4' of hose
- ! Fire Hydrant Wrench (if needed, to be returned when installation is complete).

If there are any questions concerning these procedures, please call the Water Operation's Director at 651-6584 or 651-6585.

### **Water Meter Release for Development Areas Outside the City Limits**

The County will release Certificates of Occupancy (CO) when the County Engineering submits the release certifying the development was constructed according to approved plans and specifications to include the installation of City water and sewer facilities in areas outside of the City limits. The City of Savannah Inspector will submit to both the County Engineering and the County Inspections department, a letter indicating that a final inspection of the water and sewer infrastructure was made and the system was accepted. The County Inspections Department will not release any CO's until the City has completed a final inspection and has accepted the water and sewer system for operation and maintenance.

As part of the final inspection, any meter released must be brought up to final grade and located within the public right-of-way.

In order to provide water for construction purposes, accounts shall be setup in the home builder or developer's name. Once homes have been issued CO's, and purchased, the account must be set up in the buyers' name.

Water meters shall be released prior to final inspection by the City Engineering Inspector. The County, in turn, will not release any CO's unless a successful final inspection has been made on the water and sewer system and other pertinent infrastructure. This information will be provided by both the City and County Engineering Departments.

The fee structure is located in Appendix III of the current City Revenue Ordinance.

The same water and general sewer ordinances as published in the City Code are summarized in Appendix VI.

### **Sewer Service Connection**

The sanitary sewer connection and/or surcharge fees are paid at the time the water service application is made at the One-Stop Permitting Office.

Upon issuance of the building permit number, the licensed plumber may proceed with rough-in and tie-in to the sanitary sewer lateral.\*

\* If no sanitary sewer lateral is exposed or found, the plumber must contact the Conveyance Superintendent for assistance in locating or determining the availability of sanitary sewer service. If no lateral is available, refer to section on Sanitary Sewer Lateral Inspection.

If a sewer lateral of an existing building is repaired or replaced, the plumber must obtain a permit from the On-Stop Permitting office first. The plumber will then notify Sewer Maintenance at 351-3834 for the final inspection prior to backfilling.

### **Sanitary Sewer Lateral Composition**

Lateral shall be either ductile iron with push-on joints, conforming to Paragraph 2.01 B of the City Standard Specifications or Polyvinyl Chloride with bells and natural rubber rings for jointing, conforming to paragraph 2.01 A of the City Standard Specifications.



In addition, a saw cut "S" shall be cut in the top of the curb directly over the lateral location. The lateral location must be noted on the finished as-builts.

Where curb is not applicable only stake is needed.

### **Sanitary Sewer Lateral Inspection**

The following items are required for sewer installation:

- ! Every dwelling unit, house or business shall have its own individual lateral.\*
- ! The lateral shall meet or exceed State and local Plumbing Code Specifications as to type, size, and construction slope.
- ! Lateral shall be assembled and installed in the ground at the same time as the plumbing rough-in of the building. The inspection shall be accomplished by the appropriate City or County building inspector.
- ! The lateral shall be tied into the main sewer by either one of the following methods:
  - ' Tying into existing stub out provided from previous construction.
  - ' Construction of a stub out from existing sewer line by saddle or insert a-tee connection only. No tapping of the main and cementing the lateral in place will be allowed.
  - ' Tie lateral directly into the manhole by the core drill method only. No chiseling of the hole in the manhole and cementing the pipe in place is allowed.
- ! Laterals shall be of SDR 35 PVC pipe or greater except when there is less than three feet of cover while crossing a roadway or other area allowing vehicular traffic, then ductile iron pipe must be used.
- ! No 90E elbows shall be used. Only 45E or 22.5E elbows shall be used. No glueing joints are allowed.

\* No shared lateral are allowed even for duplex and rental units, except under the provisions of the Sewer Ordinance.

## Close-out Documents

Prior to Water and Sewer Bureau acceptance of the site improvements, the following documents and/or information must be submitted to the City Engineer:

- ! Three complete set of Chronoflex Mylar of as-built plans stamped and signed “field verified” by the developer’s engineer.

The as-built drawings shall include the following information:

- ‘ As-built elevation of top of manhole and invert elevation of all sanitary sewer lines entering the manholes.
  - ‘ As-built pipe length, size, slope, and construction material of sanitary sewer line.
  - ‘ As-built pipe length, size and construction material of all water lines.
  - ‘ As-built hydrants, valves, valve boxes, and valve manholes showing top and invert elevation, size and construction material of the valves and related equipment.
- ! Three copies of the recorded plat of site or subdivision showing utility easements for water and sewer lines.
  - ! Three sets of diskettes (3 ½") of drainage, water, and sewer infrastructures which are readily usable with AutoCAD Version 14.0.
  - ! Three copies of the consulting engineer’s letter of certification that completed work conforms to the accepted plan. The letter must also include final construction costs and total linear foot of water and sewer systems constructed within public easements and rights-of-way.
  - ! Three copies of the FEMA certificate that building floor elevations are above 100 year flood elevation by either Professional Engineer or Registered Land Surveyor in the State of Georgia. Also certification from either a Professional Engineer or Registered Land Surveyor in the State of Georgia that finished flood elevations are in accordance to grading and drainage plan must be included.
  - ! Three copies of the warranty of drainage, sewer and water systems for period of one year if in public rights-of-way and easements.

- ! A copy of the video tape televising all sanitary sewer main lines (8"ø and above) and City maintained storm sewer system. For addition information, refer to the City Televising Guidelines.
- ! Three copies of a letter/test report from the manufacturer certifying the back prevention/cross connection control device has been tested by a certified backflow preventor tester.